

Specification - ER Expenditure Refund Interface

Version/ Review Date	Brief Summary of Changes From Prior Version
Version 3.1 04/20/2005	<ul style="list-style-type: none">• Made DOC_BFY in ABS_DOC_HDR required.• Made DOC_FY_DC in ABS_DOC_HDR required.• Made DOC_PER_DC in ABS_DOC_HDR required.• Made BFY in ABS_DOC_ACTG required.• Made FY_DC in ABS_DOC_ACTG required.• Made PER_DC in ABS_DOC_ACTG required.• Stylistic changes (e.g., section numbering)
Version 3.0 05/12/04	<ul style="list-style-type: none">• A revised version of the document.
Version 2.0 04/22/04	<ul style="list-style-type: none">• Page 5: Updated the Document Usage.• Page 9: DOC_NM and DOC_DSCR were conditional fields. Now they are optional. DOC_BFY was required field. Now it is optional.• Page 10: DOC_FY_DC and DOC_PER_DC were required fields. Now it is optional. BANK_ACCT_CD was a conditional field. Now it is required.• Page 12: VEND_CUST_CD was an optional field. Now it is required. BPRO_CD was a conditional field. Now it is optional.• Page 13: CHK_EFT_NO was a conditional field. Now it is optional.• Page 15: EVNT_TYP_ID was a conditional field. Now it is required.• Page 16: ACTG_LN_DSCR was a conditional field. Now it is optional.• Page 18: SRSRC_CD was a conditional field. Now it is optional.

	<ul style="list-style-type: none"> Page 19: UNIT_CD was an optional field. Now it is required.
Version 1.0 09/22/03	<ul style="list-style-type: none"> Original
	<ul style="list-style-type: none">

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1.Overview

1.1. *Document Definitions and Naming Conventions*

This section describes/defines the DTD naming conventions applied in this document.

Transaction Layout Definitions

- Attribute – The name of the data element in the database, as well as the name of the XML tag.
- Caption – The label on the User Interface that defines the data element.
- Description – A textual description of the data element.
- R/C – Required/Conditional. Required specifies that the data element is required by the interface for the transaction to successful submit. Conditional means that specified conditions must be adhered to by the interface for the transaction to successful submit. No value specifies that the data element is optional by the interface for the transaction to submit.
- Type – The data type of the data element.
 - VarChar – Variable Character text. Alphanumeric data.
 - Byte – Unsigned character.
 - Char – Character. Fixed length alphanumeric text, required to meet the exact specified size.
 - Date – Date Format YYYY-MM-DD
 - Decimal – Numeric value with a specified decimal position (9,3) = 999999999.999
 - Boolean –True/False. True conditions = “true”, False conditions = “false”.
 - Memo – Alphanumeric Text with a maximum of 1500 characters.
 - Currency – Numeric, with two decimal positions. Format 9999.99.
 - Integer – Numeric value, whole number.
 - Long – Numeric value, a long whole number.
- Size – The (numeric) size of the data element

- NewMMARS Notes – Notes specific to the NewMMARS data element.
- MMARS Derivation Notes – Notes specific to translating MMARS document layout data to NewMMARS.
 - H.TEXT – Data element from the header or document section of the MMARS document layout.
 - L.TEXT – Data element from the line or detail section of the MMARS document layout.

XML Definitions and Conventions

- Root - The NewMMARS XML file and document root declaration identifies required root elements that must contain for the XML file or document (transaction) to load into NewMMARS. The NewMMARS XML file must contain a single root element that contains specified attributes, at the file level. Each document transactions contained within the XML file must also contain a root element that contains the specified attributes, at the document level.
- Attributes - Attributes are name-value pairs that occur inside start-tags after the element name.
- Elements - Elements are the most common form of markup. Delimited by angle brackets, most elements identify the nature of the content they surround. Elements normally begins with a start-tag, <element>, and ends with an end-tag, </element>.
- CDATA Tags - In a document, CDATA instructs the parser to ignore (most) markup characters. Between the start of the section, <![CDATA[and the end of the section,]>, all character data is passed directly to the application, without interpretation. Elements, entity references, comments, and processing instructions are all unrecognized and the characters that comprise them are passed “literally” to the application.

1.2. Document Usage

In situations of overpayment, where the vendor returns a payment to the department, an Expenditure Refund is necessary in conjunction with the encumbrance correction.

An expenditure refund requires two different cash receipt document codes. One document code, the Cash Deposit (CD), records the cash into a 0699-Revenue Budget when the treasury sweeps cash deposited into a bank by the vendor. The Treasury creates this document and loads it to NewMMARS. Department users then create another cash receipt document code, the Expenditure Refund (ER) to move that cash out of the 0699- Revenue Budget and into one or more department expense accounts. The department expense accounts are normally expenditure credits, but in certain cases revenue is used. The total of the ER document will naturally be zero dollars, and the *Document Control* table will enforce this with a rejection error. The *Document Control* table will also enforce the ER to contain a vendor code.

Controls on the *Cash Balance Maintenance* table may be used to ensure that departments do not process expenditure refund documents until the treasury has swept enough cash for that department. Massachusetts will establish *Cash Balance*

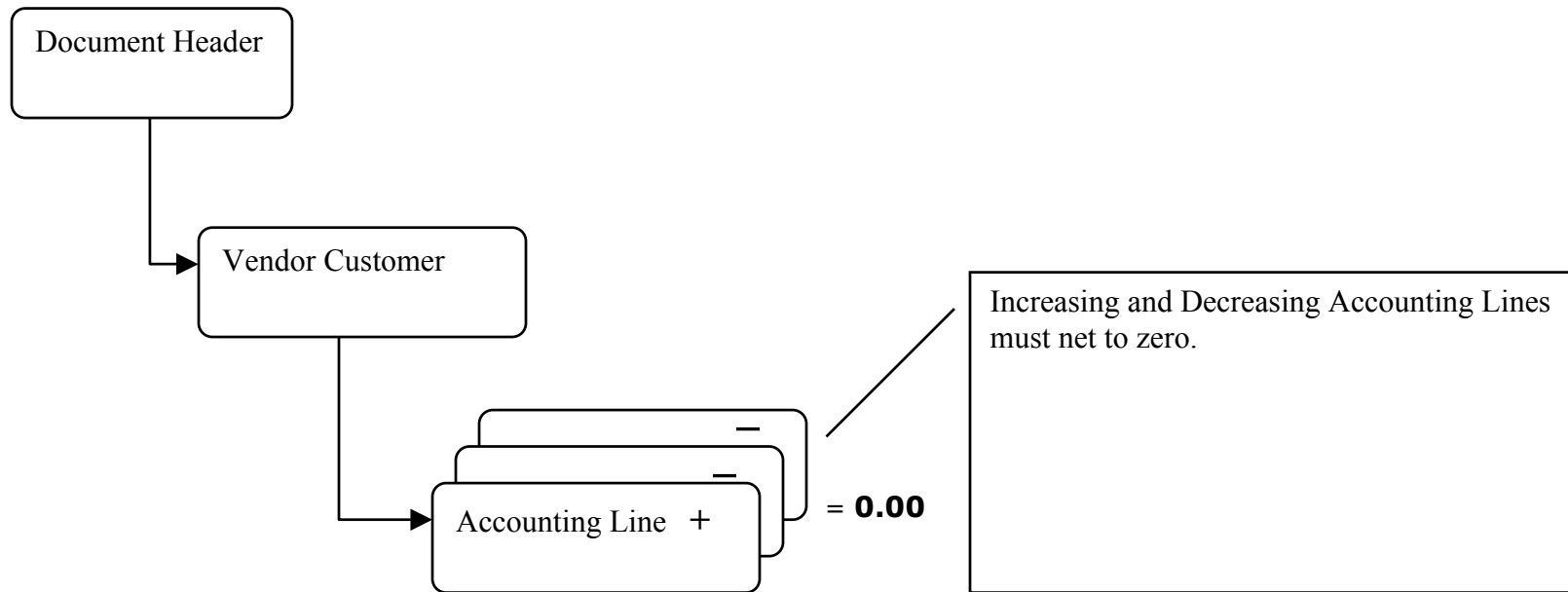
Maintenance records for all Treasury Clearing accounts (0699 Funds and Sub Funds) with a minimum of \$0.00 with a control level of 'Reject'.

The ER will process using these two event types:

- AR 32 – Collect Vendor Refund: This event type is to indicate that the department will collect money from the Sweep Account. This line amount must be positive. This line will be the expense account line.
- AR 99 – CER Transfer from Sweep: This event type is to indicate that the department must have money in the Sweep Account. The line amount must be negative. This line will be the revenue budget line. It also requires a revenue source.

For the .INF file Dollar total, please sum all of the AR99 Accounting Line dollar amount. This will result in a negative dollar being entered on the .INF File and on the Batch Interface Event (**BIEVNT**) table.

1.3. Logical Component Layout



2.Publishable Specifications

2.1. Transaction Layout: ER

		Action Code	Component Description
		OE	
Document Component	AMS DOCUMENT	R	XML file root element
	ABS DOC HDR	R	Lists general information associated with the entire document.
	ABS DOC VEND	R	Lists selected Vendor/Customer for providing the goods/services. Vendors/Customer are must be valid on the Vendor/Customer (VCUST) table.
	ABS DOC ACTG	R	Lists the accounting funds and amounts for each line. Must be at least one AR32 (positive) component and one AR99 (negative) component.

R – Required

CR – Conditionally Required: Required only if modifying a field within that component

O - Optional

NOTE: No modifications of Expenditure Refund Documents allowed.

2.2. ER AMS_DOCUMENT root element attributes

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Document Category	The category in which the document is located.	R	VarChar	8	Value = "ABS"	
DOC_TYP	Document Type	The type of document, defined in the Document Type table. Each document code must be assigned a document type.	R	VarChar	8	Value = "ABS"	
DOC_CD	Document Code	The alpha-numeric identification code assigned to the document on the Document Control table.	R	VarChar	8	Value = "ER"	
DOC_DEPT_CD	Document Department	The department code assigned to this document.	R	VarChar	4	The Department is a chart of accounts code corresponding to the department submitting the document. (This data element is also included/repeated in the Vendor (Customer) and Accounting Line sections) Must be a valid department code entry on the DEPT table	
DOC_UNIT_CD	Unit Code	The unit code associated with document	R	VarChar	4	Can be required based on Document Control settings for ER Document. Must be valid on UNIT table.	
DOC_ID	Document Identifier	The document ID to identify this document.	R	VarChar	20	<ul style="list-style-type: none"> • Must begin with "INTF" • Remaining 16 characters must be used w/ no blanks • Must be unique if new 	
DOC_VERS_NO	Document Version	The version number assigned to this document. The version is incremented with each modification draft and after with a cancellation.	R	Integer		Value = "1"	
DOC_IMPORT_MODE	Document Import Mode	The import mode determining the phase of the document on import.	R	VarCha	4	Value = "OE" (Original Entry)	

2.3. ER Document Component: ABS_DOC_HDR

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Document Category	The category in which the document is located.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_TYP	Document Type	The type of document, defined in the Document Type table. Each document code must be assigned a document.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_CD	Document Code	The alpha-numb	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_DEPT_CD	Department	The department code assigned to this document	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_ID	Document ID	The document code and number that is either manually assigned or automatically generated by the system if you do not enter this information. The version number is assigned automatically. Duplicate document identification numbers are not allowed in the system	R	VarChar	20	Same as in AMS_DOCUMENT	
DOC_UNIT_CD	Document Unit Code	The unit code associated with this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_VERS_NO	Document Version	The version number assigned to this document. The version is incremented with each modification draft and after with a cancellation	R	Integer		Same as in AMS_DOCUMENT	
DOC_NM	Document Name	Name for the document.		VarChar	60		
DOC_REC_DT_DC	Record date	The record date manually entered on the document header. If not manually entered, the date becomes the one when the document was submitted successfully.		Date			

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_BFY	Budget FY	When on the header of a document, this is the default budget fiscal year that will be pushed to all accounting lines. When on any other level of a document, it is just a means of getting the header value to the accounting lines. This default value will become the accounting line's budget fiscal year where one is not manually entered or defaulted from a reference document.	R	Integer			
DOC_FY_DC	Fiscal Year	The fiscal year associated with this document.	R	Integer			
DOC_PER_DC	Period	The manually entered accounting period for a document in draft. If not manually entered, the field remains blank until the document is submitted successfully. At this point it was set to the current accounting period. This field will be automatically blanked out by the application on any modification or cancellation draft.	R	Byte		Example: value = 6	
DOC_DSCR	Document Description	The description associated with the document.		VarChar	60		
BILL_LOC_CD	Billing Location	The location where the receivable is to be sent. Required if the billing type is Invoices, Statements, or Both. Valid values are: <i>Customer Only</i> , <i>Third Party Only</i> , <i>Third Party with Customer Copy</i> , <i>Parent Address Only</i> , or <i>Parent Address with Customer Copy</i> . Default is <i>Customer Only</i> .		VarChar	60		
SHIP_LOC_CD	Shipping Location	The location code associated with the shipping location.		VarChar	6		
DLVR_DT	Delivery Date	The requested delivery date from the Stock Requisition		Date			
EXT_DOC_DSCR	Extended Description	A free-form text field that will hold a large volume of information to be associated with a document component. It is larger than the regular description field, but still limited unlike attachments.		Memo			

2.4. ER Document Component: ABS_DOC_VEND

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Document Category	The category in which the document is located.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_TYP	Document Type	The type of document, defined in the Document Type table. Each document code must be assigned a document.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_CD	Document Code	The alpha-numb	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_DEPT_CD	Department	The department code assigned to this document	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_ID	Document ID	The document code and number that is either manually assigned or automatically generated by the system if you do not enter this information. The version number is assigned automatically. Duplicate document identification numbers are not allowed in the system	R	VarChar	20	Same as in AMS_DOCUMENT	
DOC_UNIT_CD	Document Unit Code	The unit code associated with this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_VERS_NO	Document Version	The version number assigned to this document. The version is incremented with each modification draft and after with a cancellation	R	Integer		Same as in AMS_DOCUMENT	
DOC_VEND_LN_NO	Document Vendor Line Number	The vendor line number visible to a user that uniquely identifies each vendor line within a document.	R	Integer		The DOC_VEND_LN_NO is a required entry for all ER documents. Value: 1	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
VEND_CUST_CD	Vendor Customer	The unique identifier assigned to the vendor/customer. In ADVANTAGE Financial, a vendor can also be a customer, allowing you to enter information only one time when a particular contact is both a vendor (payable) and a customer (receivable).	R	VarChar	20	The VEND_CUST_CD is required. Must be valid on Vendor Customer (VCUST) table. *Commonwealth only uses the first twelve characters	
LGL_NM	Legal Name	The legally defined name of the company or individual represented by this record. The field is used for reporting if defined as not alias/DBA.		VarChar	60		
ALIAS_NM	Alias/DBA	The alternate name, alias or operating name (doing business as) used to identify the account.		VarChar	60		
AD_ID	Address Code	The Address Code or ID given to a unique address for a vendor or customer. The use of different Address Codes will allow a single vendor or customer code to have multiple addresses.	R	VarChar	20	The AD_ID is required *Commonwealth only uses the first five characters	
CNTAC_ID	Vendor Contact ID	The unique identification number assigned to the contact. The use of different contact ID's will allow a single vendor or customer code to have multiple contacts.		VarChar	20	If left blank it will default to the default CNTAC_ID set on VCUST	
PRIN_CNTAC	Vendor Contact Name	The vendor's procurement contact.		VarChar	60	If the Vendor Contact ID (CNTAC_ID) is valid, this field is inferred.	
VOICE_PH_NO	Vendor Contact Phone	The telephone number associated with the contact.		VarChar	30	If the Vendor Contact ID (CNTAC_ID) is valid, this field is inferred.	
VOICE_PH_EXT	Vendor Contact Phone Ext	The telephone number extension associated with the contact.		VarChar	6	If the Vendor Contact ID (CNTAC_ID) is valid, this field is inferred.	
EMAIL_AD	Vendor Contact Email	The email address associated with the contact.		VarChar	100	If the Vendor Contact ID (CNTAC_ID) is valid, this field is inferred.	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
FAX_PH_NO	Fax	The fax extension number associated with a contact, be it a vendor, customer, or internal contact.		VarChar	30	If the Vendor Contact ID (CNTAC_ID) is valid, this field is inferred.	
FAX_PH_EXT	Fax Extension	The optional fax extension number associated with the fax number for a contact, be it a vendor, customer, or internal contact.		VarChar	6	If the Vendor Contact ID (CNTAC_ID) is valid, this field is inferred.	
WEB_AD	Web Address http://	The web address for this company/individual.		VarChar	100		

2.5. ER Document Component: ABS_DOC_ACTG

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Document Category	The category in which the document is located.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_TYP	Document Type	The type of document, defined in the Document Type table. Each document code must be assigned a document.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_CD	Document Code	The alpha-numb	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_DEPT_CD	Department	The department code assigned to this document	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_ID	Document ID	The document code and number that is either manually assigned or automatically generated by the system if you do not enter this information. The version number is assigned automatically. Duplicate document identification numbers are not allowed in the system	R	VarChar	20	Same as in AMS_DOCUMENT	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_UNIT_CD	Document Unit Code	The unit code associated with this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_VERS_NO	Document Version	The version number assigned to this document. The version is incremented with each modification draft and after with a cancellation	R	VarChar		Same as in AMS_DOCUMENT	
EVNT_TYP_ID	Event Type	The alpha-numeric identification code assigned to an event type. Each event type ID must be unique within the application. It is required when completing any accounting or budgeting document with the exception of certain journal vouchers. Default event types can be established on the Allowable Event Types for Document Code table for each document code for the most commonly used ones to reduce data entry. Other crosswalk tables aid accounts receivable and payable documents to default the correct event type when a document is referenced based on the one from the referenced document. It also may be a selection criteria on a parameter table, a key to a specific business rule on a control table, or the event type recorded on a historical record.	R	VarChar	4	Default value = " AR99 ". Other values: AR32 <ul style="list-style-type: none"> • Use AR32 for the "positive" dollar amount line. • Use AR99 for the "negative" dollar amount line 	
ACTG_TMPL_ID	Accounting Template	The unique identification code assigned to the accounting template. Accounting templates are used to bring in chart of account element codes for ease of data entry on documents.		VarChar	6	The Department may choose to set up an Accounting Template, which will contain Budget information. Use of the Account Template will default Account Template (Budget) information for the Accounting Line. Must be valid on Accounting Template (ACTPL) table.	
ACTG_LN_DSCR	Line Description	The description associated with the line.		VarChar	100	Department may provide Accounting Line Description in this data element.	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
LN_AM	Line Amount	The amount of an individual record of a document component, be it the header, vendor line, commodity line, accounting line, budget line, or allotment. The amount could also be the amount recorded to a table that tracks document updates such as the Statement Detail table or a journal.	R	Currency		Positive LN_AM for the expense accounting line(s) - (AR32) Negative LN_AM for the revenue budget line(s) - (AR99)	
BFY	Budget FY	The budget fiscal year with which this calendar date is associated. Must be valid on the Fiscal Year page.	R	Integer		Default to current period	
FY_DC	Fiscal Year	The fiscal year on an accounting document that defaults to the current year or is manually entered by a user, which is used to look up options, validate codes, and ultimately records accounting entries. This date is automatically cleared by the system when a modification or cancellation is done.	R	Integer		Default to current period	
PER_DC	Period	The accounting period manually entered or loaded offline on a document's accounting line. The field is also populated when an accounting period is entered or loaded offline to the header that defaults to all accounting lines. If not manually or offline loaded, the field is set to the current period when the document reaches the final state. This period value is what is written to all journals and ledgers. This field is reset to blanks when a cancellation or modification is done.	R	Byte		Default to current period	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
FUND_CD	Fund	The identification code associated with a fund record, which is an essential part of a governmental accounting system. Values may be entered as a chart of account element on a budget or accounting document. The Fund may also be used as a selection criteria on an input parameter. The Fund may be entered to associate rules with a fund that are designated on other tables than the fund table. Lastly, it can be the fund recorded on a historical record.	R	VarChar	4	Must be valid on Fund (FUND) table.	
SFUND_CD	Sub Fund	The identification code associated with the sub-fund.	R	VarChar	4	Must be valid on Sub Fund (SFUND) table.	
DEPT_CD	Department	An identification code assigned to an central organizational level element where the decentral structure is set. The department field may be used as an input field on a document, an additional key to another chart of account element, a selection criteria on a parameter table, a key to a specific business rule on a control table, a field to be inferred on a document, or the department value on a historical record.	R	VarChar	4	Must be valid on Department (DEPT) table.	
UNIT_CD	Unit	Unit is the lowest organizational level in the main organizational structure. Only sub unit is lower, but it is not necessarily required as unit is. At the unit level, all the organizational elements it reports to are defined so that they are inferred to accounting documents. Unit codes themselves can be values entered on budgeting and accounting documents, keys to business rule tables, and values seen in historical records.	R	VarChar	4	Must be valid on Unit (UNIT) table.	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
SUNIT_CD	Sub Unit	Sub Unit is a means of breaking down a unit code into smaller measurements. It is the lowest level of organizational structure and is required or prohibited based on one or more sub unit requirement tables.		VarChar	4	Must be valid on Sub Unit (SUNIT) table.	
APPR_CD	Appr	The identification code assigned to a single appropriation unit. An appropriation is a budgeting Chart of Accounts element. The appropriation field may be used as an input field on a document, a selection criteria on a parameter table, a key to a specific business rule on a control table, a field to be inferred on a document, or the appropriation value on a historical record.	C	VarChar	9	Must be valid on Appropriation (APPR) table. This is a required field if Event Type is equal to ' AR32 '	
OBJ_CD	Object	The identification code associated with an object of expenditure. Object is a fund accounting Chart of Accounts element. These codes can then be used to create expense budgets, track spending activity, trigger business rules, and serve as selection criteria for batch jobs.	C	VarChar	4	Must be valid on Object (OBJ) table. This is a required field if Event Type is equal to ' AR32 '	OBJ_CD = L.OBJECT
SOBJ_CD	Sub Object	The identification code associated with the sub-object. Sub-object is a fund accounting Chart of Accounts element.		VarChar	4	Must be valid on Sub Object (SOBJ) table.	
RSRC_CD	Revenue Source	Revenue sources are used to track individual sources of revenue taken in.	C	VarChar	4	Must be valid on RSRC table. This is a required field if Event Type is equal to ' AR99 '	
SRSRC_CD	Sub Revenue Source	The identification code associated with the sub-revenue source.		VarChar	4	Must be valid on SRSRC table.	
DOBJ_CD	Dept Object	The identification code assigned to the Department object.		VarChar	4	Must be valid on DOBJ table.	
DRSRC_CD	Dept Revenue	The code assigned to the department revenue source.		VarChar	4	Must be valid on DRSRC table	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
LOC_CD	Location	The identification code assigned to the location. Location is a programmatic Chart of Accounts element.		VarChar	4	Must be valid on LOC table	
SLOC_CD	Sub Location	The identification code associated with the sub-location.		VarChar	4	Must be valid on SLOC table	
ACTV_CD	Activity	The identification code associated with the activity. An activity is an internal program that you want to define for budgeting and/or reporting purposes. Activities can cut across agency and fund boundaries.		VarChar	4	Must be valid on ACTV table	
SACTV_CD	Sub Activity	The identification code associated with the sub-activity.		VarChar	4	Must be valid on SACTV table	
FUNC_CD	Function	The identification code associated with the function. The function code defines broad operational objectives, such as instruction, support services, and facilities acquisition.		VarChar	4	Must be valid on FUNC table	
SFUNC_CD	Sub Function	The identification code associated with the sub-function.		VarChar	4	Must be valid on SFUNC table	
RPT_CD	Reporting	The reporting code element is a programmatic element that can be used in many different ways for measurement and tracking. It is even used as an informal cost accounting entity at times. It can be used on all accounting documents and is stored in journals and optionally in ledgers.		VarChar	10	Must be valid on RPT table	
SRPT_CD	Sub Reporting	Sub reporting codes are used to further define a specific reporting code.		VarChar	4	Must be valid on SPRT table	
TASK_CD	Task	The unique identification code assigned to the task.		VarChar	4	Must be valid on TASK table	
STASK_CD	Sub Task	The sub task is a means of breaking down tasks into smaller components.		VarChar	4	Must be valid on STASK table	
TASK_ORD_CD	Task Order	The unique identification code assigned to the task order.		VarChar	6	Must be valid on TASKORD table	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
PROG_CD	Program	The identification code assigned to the program. Program is a cost accounting Chart of Accounts element. The program field may be used as an input field on a document, a selection criteria on a parameter table, a key to a specific business rule on a control table, a field to be inferred on a document, or the program value on a historical record.	C	VarChar	6	Must be valid on PROG table This is a required field if Federal Grant (4FN) or Capital (2CN).	
PHASE_CD	Phase	The identification code assigned to the phase. Phase is a cost accounting Chart of Accounts element representing a phase of a program.		VarChar	6	Must be valid on PHASE table	
PPC_CD	Program Period	The identification code assigned to the program period.		VarChar	6	Must be valid on PCC table	

3. Examples

3.1. ER Example 1 – XML layout: Full Refund of an Overpayment

A non-commodity payment request (GAX) was processed for \$1000 to vendor code VC12345. The department responsible for the payment request noticed the mistake two weeks after the treasury cut the check. That department contacted vendor code VC12345 and arranged a refund with him for \$1000. Another vendor should have been paid, VC54321, so the department has already entered another GAX to pay him.

VC12345 then sent a check to the department. That department deposited the check in their bank. The treasury sweeps that cash and creates a cash receipt (CD), recording it in the department's account (clearing fund - 699) as revenue.

The department creates an expenditure refund (ER) for the amount of money the vendor refunded them. On that Expenditure Refund are at least two accounting lines: one with a negative amount and the 699-account and another with a positive amount and the department's account.

```
<AMS_DOC_XML_IMPORT_FILE VERSION="1.0">
<AMS_DOCUMENT DOC_CAT="ABS" DOC_TYP="ABS" DOC_CD="ER" DOC_DEPT_CD="DSS" DOC_UNIT_CD="0009"
DOC_ID="INTF_2004_0000000001" DOC_VERS_NO="1" DOC_IMPORT_MODE="OE">
  <ABS_DOC_HDR AMSDataObject="Y">
    <DOC_CAT Attribute="Y"><![CDATA[ABS]]></DOC_CAT>
    <DOC_TYP Attribute="Y"><![CDATA[ABS]]></DOC_TYP>
    <DOC_CD Attribute="Y"><![CDATA[ER]]></DOC_CD>
    <DOC_DEPT_CD Attribute="Y"><![CDATA[DSS]]></DOC_DEPT_CD>
    <DOC_ID Attribute="Y"><![CDATA[INTF_2004_0000000001]]></DOC_ID>
    <DOC_UNIT_CD Attribute="Y"><![CDATA[0009]]></DOC_UNIT_CD>
    <DOC_VERS_NO Attribute="Y"><![CDATA[1]]></DOC_VERS_NO>
  </ABS_DOC_HDR>
  <ABS_DOC_VEND AMSDataObject="Y">
    <DOC_CAT Attribute="Y"><![CDATA[ABS]]></DOC_CAT>
    <DOC_TYP Attribute="Y"><![CDATA[ABS]]></DOC_TYP>
    <DOC_CD Attribute="Y"><![CDATA[ER]]></DOC_CD>
    <DOC_DEPT_CD Attribute="Y"><![CDATA[DSS]]></DOC_DEPT_CD>
    <DOC_ID Attribute="Y"><![CDATA[INTF_2004_0000000001]]></DOC_ID>
```

```

<DOC_UNIT_CD Attribute="Y"><![CDATA[0009]]></DOC_UNIT_CD>
<DOC_VERS_NO Attribute="Y"><![CDATA[1]]></DOC_VERS_NO>
<DOC_VEND_LN_NO Attribute="Y"><![CDATA[1]]></DOC_VEND_LN_NO>
<VEND_CUST_CD Attribute="Y"><![CDATA[VC12345]]></VEND_CUST_CD>
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</ABS_DOC_VEND>
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3.2. ER Example 2 – XML layout: Partial Refund of an Overpayment

A commodity-based payment request (PRC) was processed for \$1000.00 (100 units at \$10.00 each) to vendor code VC12345. It referenced a contract established with VC12345 on a PO document for (1000 units at \$9.00 each). The department responsible for the payment request noticed the mistake two weeks after the treasury cut the check. The mistake was that only 75 units made it to the department. That department has been negotiating this situation with the vendor and he has agreed to refund the department for the 25 units they did not receive.

The vendor then sent a check to the department. That department deposited the check in their bank. The treasury then swept that cash with a CD, recording it in their clearing fund (699) as revenue, using the standard COA for that department and bank.

The department creates an expenditure refund (ER) for the amount of money the vendor refunded them. On that Expenditure Refund are at least two accounting lines: one with a negative amount and the 699-account and another with a positive amount and the department's account.

The department creates an encumbrance correction (CEC) with a commodity line inversely referencing the PO for 25 units and an accounting line inversely referencing the PO for \$250 with the reopen encumbrance event type. The CEC XML layout is not shown below.

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